

Army Field Support Battalion-Riley

AMMUNITION SUPPLY POINT

Building 919 Caisson Hill Rd

Standard Operating Procedures (SOP)



1st Infantry Division



Army Sustainment Command



407th Army Field Support Brigade

AFSBn-Riley Supply & Services Division

7920 Apennines Drive

Fort Riley, KS 66442

21 October 2021

AMMUNITION SUPPLY POINT (ASP)

STANDARD OPERATING PROCEDURES (SOP)

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REFERENCES:

- AR 190-11, Physical Security of Arms, Ammunition and Explosives
- AR 600-55, The Army Driver and Operator Standardization Program
- AR 710-2, Inventory Management Supply Policy Below the Wholesale Level
- AR 735-5, Property Accountability Policies
- DA PAM 385-64, Ammunition and Explosives Safety Standards
- DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)
- DA PAM 700-16, The Army Ammunition Management System
- Fort Riley Regulation 190-2: Ammunition Holding Area (AHA) Operations

GENERAL AMMUNITION POLICIES AND PROCEDURES

Purpose. To serve as a guide for Ft. Riley, KS ASP operations. This SOP provides policy and guidance on procedures for forecasting, requisitioning, issues, turn-ins, transporting, accountability, physical security, safety, field operations, combat loads, sustainment loads, and operational loads of Class V ammunition.

Scope: The provisions set forth are applicable to all organizations, activities and individuals supported by the Ft. Riley AFSBn-Riley ASP.

Assistance/Questions. Please call the following points of contact (POC) for answers to anything that needs clarification or if you require assistance in completing paperwork, problems in the field, or questions concerning transportation of ammunition.

Quality Assurance Specialist Ammunition Surveillance (QASAS)	239-1952/9543
ASP, Ammunition Accountable Officer	239-4102
ASP Site Manager	239-4103
ASP, Operations Desk	239-4862/4222

Joint Munitions Command (JMC) Ammunition Management. Set forth guidelines in forecasting, requisitioning, and transporting of all Class V to all Ammunition Supply Point's. All services training at any ASP will forecast through TAMIS. Monthly resupply will be viewed in the NLAC website listed under Ammunition Requirements Worksheet and verified by the ASP Accountable Officer NLT 12th calendar day of each month.

Responsibilities. Operation of the ASP and is the responsibility of the AFSBn-Riley Commander. The ASP is contract operated. Under this operational arrangement, the various tasks and responsibilities of the ammunition community are as follows:

a. AFSBn-Riley Supply Division

1. Exercise responsibility for the ASP and the installation amnesty program. Provide specifications to the ASP contractor in procurement, storage, issue, turn-in, inspection, maintenance, quality assurance, explosive safety, and accountability of Class V materiel in the Fort Riley Ammunition Supply Point (ASP).
2. The ASP Accountable Officer will brief Ammunition Holding Area (AHA) Sergeants of the Guard on their primary responsibilities and AHA procedures

as directed in Fort Riley Regulation 190-2: Ammunition Holding Area (AHA) Operations. Daily

3. Provide AHA checklists for the Field Officer of the Day (FOD) when required.
4. Ensure malfunctions/incidents involving Class V materials are immediately reported to QASAS (Quality Assurance Specialist, Ammunition Surveillance) personnel.
5. For AHA access/storage procedures, call (785)239-4102/1952.

b. AFSBN-Riley Quality Assurance Specialist Ammunition Surveillance (QASAS)

1. Be responsible for the implementation of the installation ammunition surveillance program. Provide technical assistance on explosive safety and transportation upload guidance of ammunitions/explosives to the staff and units served by Fort Riley.
2. Investigate all malfunctions, accidents and/or incidents involving Class V materiel.
3. Suspend the issue and use of ammunition determined to be unsafe by the QASAS and/or as directed by higher headquarters. Maintain Class V suspense and restriction/Ammunition Information Notice (AIN) master files for Fort Riley.
4. Inspect all ammunition storage areas to include unit arms rooms at Fort Riley and other supported installations as required.
5. Prepare and submit through the installation safety office, explosive safety waivers and explosive site plans submitted to Department of Defense Explosive Board (DDESB) for Fort Riley and other supported installations, as required.
6. Review all construction within five thousand feet (5000') of any explosive site. The installation master planner will submit projects that meet these requirements to the QASAS for review prior to the start of any construction.
7. Conduct intra-service support coordination visits and inspections within the AR 5-9 geographical support area of responsibility.
8. In conjunction with Installation Safety Office, determine and approve all ammunition routes on Fort Riley.
9. Be responsible for the administration and implementation of the installation amnesty program.
10. Be responsible for the inspection and transportation of Ammunition and Explosives (A&E) at Fort Riley.
11. Be on call 24 hours per day to respond to requests for assistance in transportation accidents that involve DOD shipments of ammunition and/or explosives on public roads within the Fort Riley AR 5-9 area of responsibility. Requests for assistance will be made through the Fort Riley EOC, commercial phone (785)-239-2222 or DSN 856-2222.
12. Review designs for explosive testing, storage, surveillance, maintenance, demilitarization and disposal facilities for compliance with explosive safety standards.
13. Conduct annual safety inspections of ammunition and explosives handling, storage, use, maintenance, and disposal.
14. Monitor ammunition uploads and other activities that involve the transportation and storage of ammunition in other than authorized and licensed storage areas to ensure that pertinent requirements are met.

15. Review Quantity-Distance (QD) compliance of existing and planned facilities, both prior to and after construction.
16. Review SOPs and directives for compliance with explosive safety requirements.
17. Assist in the installation master planning process and annually review the installation master plan to ensure construction is not planned inside explosive safety arcs.
18. Monitor operations involving ammunition and explosives to ensure that Army units understand and comply with explosive safety standards.
19. Provide explosives safety training for unit personnel.
20. Under the direction of the Inspector General's Office, conduct ammunition storage inspections of installation units, as scheduled.

ASP HOURS OF OPERATION:

a. The Ft. Riley ASP operations office is located at building 919 Caisson Hill Rd. The normal workweek is Monday through Friday. All transactions will be scheduled with ASP control personnel NLT seven working days prior to the desired action. Standard hours of operation for issues, turn-ins and document submission to the ASP are as follows:

DAYS	HOURS	SERVICES
Mon – Fri	0800-1630	Issues, Turn-Ins, Commercial Carriers

NOTE: Due to time involved in processing issues and turn-ins, Processing of the last unit must begin NLT 1530 hrs.

b. Any unit requiring an exception to the standard hours of operation must contact the ASP Class V Accountable Officer or Installation Supply Division Chief located at building 7920, (785) 239-1909.

c. The ASP will be closed for quarterly 100 percent inventories as published on the Activities Planning Calendar. Closings are planned five quarters in advance. Closing dates can be obtained from the ASP Government Accountable Officer or DPTMS Training Branch, 239-3006. Quarterly inventories are also announced in the Fort Riley Range Bulletin and the "Fort Riley Post."

Ammunition Requirements

a. Requirements consist of the quantity of training ammunition that each component or activity within the Army requires to support planned training events during a fiscal year. This includes both STRAC and non-STRAC training ammunition requirements.

b. Each unit will calculate and validate their annual ammunition requirements based on weapons densities and using TAMIS in accordance with MACOM guidance.

c. Ammunition Managers will validate all unit requirements.

Ammunition Authorizations

a. MACOM Ammunition Managers will provide ammunition authorizations to Fort Riley units during the 4th quarter for the next FY. The quantity each unit receives is based on the following factors:

1. DA Pamphlet 350-38, Standards in Weapons Training (STRAC) Authorizations.
2. Quantity received from MACOM Ammunition Manager.
3. Training ammunition availability.

b. Once units have received the yearly authorizations, they must determine if authorizations meet projected-training requirements or are excess to their needs.

1. Excess authorizations should be reported as soon as they are identified. The MACOM Ammunition Manager will assist units in cross-leveling authorizations. Final turn-in of excess annual authorizations will be conducted in 2nd quarter each FY.
2. Units may request additional training ammunition authorizations. This request must go through the ammunition officer at Major Subordinate Command (MSC) level who will first try to obtain the ammunition from other units within the MSC. If they cannot resolve the issue internally, the request must be forwarded up through the unit's chain of command.

Forecasting

a. Accurate forecasts are extremely important. Ammunition production is dependent upon forecasts. Forecasts determine whether enough ammunition is available or if the Army must expend funds for ammunition production. Inaccuracies will result in either not enough ammunition to conduct training or excess ammunition. All units will use TAMIS to forecast ammunition.

b. In accordance with AR 710-2, paragraph 3-33b, the ASP cannot exceed a 180-day supply of training ammunition. All excess is identified for possible return to depots or redistribution to other installations for use.

c. All units will forecast for a 12-month period with a 90 day "Lock Out" period.

d. Units should forecast into the next fiscal year regardless of whether authorizations have been received for that fiscal year. Once authorizations are received, these forecasts should be revised to not exceed current authorizations.

e. Dummy and inert ammunition required for weapons maintenance or New Equipment Training (NET) must be forecasted. Dummy/inert items will be requested thru TAMIS when required. Dummy/Inert items will be accountable IAW AR 710-2.

Requisition and Issue Procedures

Notice of Delegation. Each battalion, separate company or detachment will prepare and submit a DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies (Figure 6-6), thru the Installation Manager for all Components, to the ASP. Listed on each form will be the name, grade, signature and initials of all personnel authorized to receive ammunition. Active-duty units will include ETS date for each individual on the

card. A DA Form 1687 will be valid for a period not to exceed one year. Commanders will authorize only officers and non-commissioned officers (SGT, E-5 and above) to sign a request for pickup of ammunition. Only the original or approved Fort Riley digitally signed DA form 1687 will be accepted. Carbons, Xerox copies, "white out", erasures, strikeouts, or other changes are not acceptable. The Battalion or Separate Company Commander will sign DA Form 1687. All officers, including duty appointed ammunition officers, must be delegated the authority to request pick up of ammunition on a DA Form 1687. AT-4s, TOW, Stingers, DRAGON and all other Category I or II munitions, as identified by AR 190-11, will be signed for by an authorized Commissioned, Warrant or Non-Commissioned Officer SGT (E-5) or above. A copy of assumption of command orders for commanders (Figure 6-7) will accompany each DA Form 1687. All units must review all their DA Forms 1687 for accuracy at least quarterly. FORSCOM has established procedures for records checks to be performed by installation Provost Marshal's Office, IAW AR 190-11, on each individual authorized to requisition or receive ammunition or explosives.

Requesting Ammunition (All Units)

- a. Ammunition will be requested in the minimum amount necessary for the mission or training requirement to the nearest unit pack configuration, when possible. All Class V will be requested by submitting an electronic DA Form 581 or e581, Request for Issue and Turn-In of Ammunition in TAMIS.
- b. The assigned document serial numbers for class V training ammunition and Operational Loads will be assigned by the BN PBO/S4 and a copy of serial numbers is provided to the ASP. Updates will be provided when there is a change of PBO/S4 Officer.
- c. Electronic DA Form 581's must arrive at the ASP NLT seven working days prior to date of issue. Requests not meeting this criterion will be processed as a Late Request. Requests will be consolidated to the maximum extent possible. After authentication and approval, the requesting unit will print and retain a suspense copy. All requests for ammunition must be approved by the Training Ammunition Manager (TAM) prior to ASP action. Additionally, separate requests for blank and ball or tracer small arms ammunition will be processed.

****Under no circumstances will blank & ball be drawn on the same DA Form 581****

- e. The DA Form 581/e581 will be printed and placed in the suspense file. All requests will be processed and filed in suspense file based on requested date of pick up.
- f. Units will immediately notify the ASP of any cancellations or changes to requests for ammunition. Any approved DA Form 581, remaining at the ASP at COB of the requested issue date will be canceled automatically unless prior arrangements are made.
- g. Requests for ammunition for overhead or flanking fire will be made separately from other requests for training ammunition (90 days prior). This is necessary in ordering

and having depots clear lots for shipment and issue of training ammunition specifically approved for this purpose. All DA Forms 581/ e581 requesting ammunition for this purpose will be annotated "For Use in Overhead/Flanking Fire" in block 28.

h. Requisition for dummy and inert ammunition will be requested through TAMIS, Dummy and inert ammunition will be ordered by the ASP Accountable Officer, using the monthly CAM PUSH report.

i. Requesting units will provide an adequate number of vehicles to ensure safe transport of ammunition. A unit arriving at the ASP without adequate vehicles to transport the requested ammunition will not be allowed to proceed until an adequate number of vehicles are present to complete the issue. Units will ensure that adequate personnel are provided for loading the ammunition vehicles and that transportation is provided for movement of the personnel, as determined by the ASP. Personnel may not be transported in the cargo area of a vehicle carrying ammunition or on the outside (sides or tops) of vehicles. Only two personnel will be allowed to ride in the cab of trucks entering or exiting the ASP storage area.

j. Requesting units will ensure a unit representative, whose signature is on a Signature Card (DA Form 1687) that is on file at the ASP, accompanies the unit's ammunition detail for both issues and turn-ins.

k. Late requests: A DA Form 581 which fails to arrive at the Installation Ammo Manager 10 days prior to the issue date will be considered a "late request." Working days do not include Division Training holidays or weekends.

1. The late request will be brought to the Brigade Ammunition Officer (BDE AO) and it must have a justification memorandum signed by the first LTC in the unit's Chain of Command.
2. The BDE AO will contact the contractor. The contractor will determine issue date/time based on the currently scheduled workload. The contractor can adjust down to the nearest unit pack for late requests to facilitate issuing the requested ammunition.

l. Unforecasted requests. Unforecasted requests must be submitted on separate e581 from forecasted requests. All unforecasted requests will follow MACOM guidance and justifications and submitted thru the Installation Ammo Manager.

m. The BDE AO will assist the units by providing a list of units that have the requested ammunition forecasted. The requesting unit will contact each unit on the list to determine if any forecasted ammunition is available.

n. If the request was not filled by the ASP, the unit may elect to take the document and the list of units who have forecasted the ammunition for the requested month to the resource specialist DPTMS. The DPTMS can prioritize training resources and may elect to take the forecast from other units. The TAMIS forecast move tool will be used to adjust forecasted ammunition quantities.

Issue of Ammunition

Requesting units will ensure a unit representative whose signature is on a DA Form 1687 on file at the ASP accompanies the unit's ammunition detail.

- a. An Officer or NCO in the grade of E5 or above must sign block 13c on all DA Form 581 requests. Any question regarding block 13c can be addressed by calling 785-239-4862/4222.
- b. Only those items listed on an approved DA Form 581 will be issued from the ASP to the requesting unit. Authorized substitutes may be issued if the requested item is not available.
- c. Commanders must ensure all safety and security requirements are met before ammunition is picked up from the ASP (i.e., guards for Category I or II ammo, vehicles designated to transport ammo meet DD Form 626 safety/serviceability requirements, sufficient tie down straps, fire extinguishers and proper placards).
- d. For training events that will last in excess of 48 hours, units should practice incremental re-supply. All DA Forms 581 for the entire period will be submitted through the TAMIS system to arrive at the ASP NLT 7 working days prior to the initial draw of ammunition.
- e. Upon arrival at the ASP, units will park their vehicles in the vehicle parking area in front of building 919. The unit representative will proceed to the Operation Office (Bldg 919) to receive instruction. All other unit personnel will remain with the vehicle(s). Drivers and assistant drivers will have a valid Optional Form (OF) 346, U.S. Government Motor Vehicle Operators Identification stamp and dispatch available for inspection. Assistant drivers are required for all vehicles transporting ammunition and explosives. **Driver and co-driver will provide proof of Ammo Handler/HAZMAT training, either from Troop Schools or web-based (Ammo-45, 64 and 67).**
- f. All vehicles transporting ammunition / explosives will be inspected IAW guidance in DD Form 626.
- g. After pre-issue inspection requirements have been satisfactorily accomplished by the inspector, the unit representative will report to the ASP Operations Office, Bldg. 919. The Customer Assistance Clerk will provide the Ammunition Storage Slip, DA Forms 3151-R (FIG 16-8) for unit issue to the checker who will escort the unit personnel through the ASP. Unit personnel and vehicles are not allowed in the ASP without an escort.
- h. All flame producing devices such as matches, lighters, etc., will be turned in prior to entry to the ASP. Items will be returned upon departure from the ASP. All cell phones, PDA's and other voice or text electronic transmission devices will be turned off and turned in to customer service personnel prior to entry to the secure area. Any personnel found to be carrying these items turned on within the ASP will be escorted away from the area and barred from further access.
- i. Units arriving at the ASP with firearms will not be permitted to take them into the storage area or offices. At **no time** will ASP personnel assume responsibility for

customer unit weapons. **NO** weapons will be allowed in the ASP operating area or Vehicles Inspection building.

j. The assigned checker becomes responsible for the vehicle(s) and personnel making the pick-up. The checker will accompany the lead vehicle from the time of entry into the ASP until departure. The unit representative will accompany the vehicle during the issue.

k. Unit personnel will not enter magazines until directed to do so by the checker or magazine attendant.

l. The assigned checker and the unit representative will perform an inventory of items loaded onto the unit vehicles prior to departing the magazine. Once all items designated on the DA Form 3151-R are issued, lot numbers and quantities are annotated and verified by both parties. The assigned checker will then sign in the block designated **“Issuing Checker.”** The unit representative will sign the block designated **“Receiving Checker”** on the DA Form 3151-R.

m. When complete, the assigned checker, the unit representative and all unit detail personnel will exit the ASP. Drivers will remain with their vehicles. The assigned checker and the unit representative will report to the ASP Customer Assistance Clerk. The Customer Assistance Clerk will provide a blank DA Form 3151-R to a different checker to initiate a third count of all items loaded on the unit vehicles. The unit representative will notify the ASP vehicle inspector that his/her vehicles are ready to receive an outgoing inspection. The vehicle inspector will inspect all loads to ensure the ammunition can be safely transported.

n. When the third count has been completed, the DA Form 3151-R will be turned over to the Customer Assistance Clerk, who will compare both DA Forms 3151-R (issuer/unit 1st/2nd out & 3rd count). If all quantities, lot numbers, and DODICs agree, the quantities and lot numbers issued as shown on the DA Forms 3151-R will be entered in block 23 and 24 on the Request For issue DA Form 581/e581. The unit representative will verify all the information and sign the DA Form 581/e581 in block 31. The ASP Operations Section representative will sign block 30. The Operations Section will provide a Turn-in document for serviceable ammunition and Residue Turn-in document.

Accountability-Storage and Records

a. Accountability (AR 710-2/AR 190-11/AR 15-6).

b. Due to their value and hazardous nature, it is essential that all ammunition items are properly accounted for and that proper physical security measures are followed.

c. Lost ammunition is a serious problem because of the hazard it represents to untrained personnel who may find it. Proper accountability, including frequent inventories and proper hand receipts on DA 5515 from requester to user, will deter theft and increase the chances of recovering lost or stolen ammunition.

d. Due to the sensitive nature of ammunition, the need to store ammunition in unit arms room will be kept to a minimum. Commanders may request authorization to store small quantities of operational load ammunition in the units' assigned arms room; the authorization will be processed through QASAS, and approved by the Safety Office. Upon a change of a new unit commander, a new authorization request will be prepared and submitted.

e. Training ammunition is **not** authorized to be stored in the unit area or arms room. The only authorized area for storage of training ammunition and explosives outside the ASP are the Installation Ammunition Holding Area (AHA) and the MPRC Field Ammunition Supply Point (FASP). DPTMS, Range Branch controls use of the FASP and provides SOPs to units using these areas. The AFSBn-Riley Class V Accountable Officer (785-239-4102) is the POC for use of the AHA and provides SOPs to units using this holding area.

f. The operational load will be stored in a locked metal Class V container of at least 22-gage steel or in the sealed pack as received from the ASP IAW AR-190-11, Paragraph 5-8.

g. Ammunition for privately owned weapons will be stored separately from military Class V and follow guidelines of AR 190-11, para 4-5.

h. Arms rooms that have Class V stored will have the appropriate fire symbols posted with one each on the front and back door of the building and one on the door of the Arms Room. This is an orange diamond shaped sign at least 24 inches tall. In the center will be a number "4" that measures at least 10 inches tall. Manufactured signs may be ordered using NSN 7690-01-081-9584. Fire symbol may vary based on the type of Ammunition being stored e.g., C440.

i. Whenever custody of the arms keys is transferred, both parties must conduct a physical count of all Class V being stored in the arms room. Each loose round of Class V and all banded or sealed containers will be counted and recorded. This inventory will be kept for at least 30 days after the date the key custody changes.

j. IAW AR 190-11 and AR 710-2 all operational ammunition will be inventoried on a monthly basis by someone other than the unit armorer. Containers that have banding or seals need not be opened. The quantity of loose ammunition in sealed or banded containers will be recorded on a memorandum before banding or sealing. Lot numbers of ammunition stored in depot pack will be verified. The person conducting the inventory will sign and date the inventory form and file it in the unit files.

k. The loss or theft of ammunition or explosives is a serious incident. If it is confirmed that ammunition is missing, immediately notify the unit commander and Provost Marshal's Office. The unit commander will conduct a preliminary investigation to determine criminal intent and identify evidence as required. FORSCOM Supplement to AR 190-11 requires a report for all (or any) ammunition lost, stolen or recovered. AR 190-11, Appendix E, determines if an investigation under AR 15-6 is required.

1. For losses, initiate administrative action IAW AR 735-5. A Financial Liability Investigation of Property Loss will not be used in lieu of a criminal investigation if one is warranted.
2. Inventories that result in ammunition overages or shortages will be handled IAW AR 710-2. Physical security category I (CAT I) Ammunition and Explosive (A&E) will only be stored in the ASP. CAT I munitions will be requested on a separate DA Form 581/e581 from other training munitions. CAT I for each day, will be requested on a separate DA Form 581/e581. All munitions will be returned back to the ASP at the end of the day. Units will make arrangements with the ASP Contracting Officers' Representative (COR) at (785) 240-6010 for overtime of contract personnel.

Turn-In Procedures - Live Turn-Ins Serviceable and Unserviceable

a. All turn-in DA Forms 581/e581 must be approved by the ASP prior to the turn-in taking place. Turn-in documents will be prepared by the ASP. The ASP will schedule a time for turn-in based on the quantity to be turned in and the ASP's scheduled workload. **Turn-in appointments will be made with the ASP at the end of training and prior to date of turn-in. The unit must bring the DA Form 581/e581 for turn-in to the ASP not later than one day prior to the actual day of ammunition turn-in.**

b. Reserve component units traveling distances greater than 200 miles will receive priority over other customer units for turn-in of ammunition and/or residue.

c. Due to the time involved in processing turn-ins, units will not be scheduled after 1500 hours. **With regard to proper compatibility, items being turned in on multiple documents should be separated by vehicle.**

d. All opened ammunition containers will be inspected by a Sergeant First Class (E-7) or above, from the unit returning the items to ensure that lot numbers on the turn-in documents agree with those printed on the containers, and that all ammunition components are present and properly packed prior to arriving at the ASP.

e. Quantities of serviceable ammunition turned in will be annotated on the Serviceable Turn-in DA Form 581/e581 by the ASP.

f. ASP contractor personnel will sign the DA Form 581/e581, Block 31, as receiving the ammunition and the unit signs in Block 30 as issuing the ammunition.

g. Ammunition returned in the original pack with seals and banding intact will not be opened to inspect the contents unless damage is suspected as a result of a visual inspection of the outer package.

h. All opened containers must be inspected for condition IAW FORSCOM and DOD directives and regulations. **IT IS TO EVERYONE'S ADVANTAGE TO OPEN ONLY THAT AMOUNT OF AMMUNITION REQUIRED FOR IMMEDIATE CONSUMPTION.** Inspection of every round is a time-consuming process.

i. The customer unit must furnish the personnel to unload, unpack and reload inspected ammunition. The turn-in of ammunition that is in the original pack configuration and is free of dirt, oil or contamination will considerably enhance turn-in efforts.

j. An Explosive Incidence Report (EIR) will be generated by the ASP for any items turned in without required safety devices.

k. Accelerated turn-in of live ammunition.

1. Units may expedite normal turn-in procedures if their ammunition meets the following conditions:

- (a) All ammunition is serviceable.
- (b) All depot seals are intact.
- (c) All containers are accessible for inspection.
- (d) All packaging is serviceable.
- (e) No evidence of mishandling is present.
- (f) The ammunition reconciles one DA Form 581/e581 issue (no partial turn-ins).

2. If ammunition meets the above conditions, the ammunition will be inventoried and the unit escorted directly to the appropriate storage location. If the live ammunition includes unserviceable rounds or opened boxes/cases, then the unit will process its live ammunition turn-in through the Surveillance Section IAW normal ASP/QASAS SOP procedures.

l. Customers must complete turn-in transactions NLT five working days after the training completion date that is annotated on the original DA Form 581/e581.

m. Partial live ammunition turn-ins are not authorized. All ammunition on the same document will be turned in simultaneously. Consolidating turn-ins of ammunition drawn from more than one document is not authorized.

n. Unit personnel will ensure the following prior to turn-in:

- 1. All fuses or detonating elements are set on safe.
- 2. All safety devices are reinstalled in original position.
- 3. Live ammunition has been separated from residue.
- 4. Live ammunition is repackaged in the original container. Lot number on all inner and outer packs will match and be correct for each item.

o. Failure to comply with (1) or (2) above will result in termination of turn-in and rescheduling after ammunition has been returned to the field site and fully inspected. The unit will reschedule their turn-in with ASP operations prior to leaving the ASP. A same day turn-in will be scheduled, if possible, with priority to RC units.

Residue Turn-In Policies

a. Residue will not be turned-in until the turn-in of live ammunition has been completed. All units will complete residue turn-in transaction within five working days after training completion.

- b. ALL residue identified by the ASP will be returned. All turn-in documents will be accompanied by a copy of the original issue document.
- c. Prior to turn-in, all residue material must be 100% inspected by an NCO in the grade of E7 or above to ensure that no live ammunition or explosives are present in the residue. The inspecting NCO will sign a statement on the residue document DA Form 581 that the inspection has taken place.
- d. DA Forms 581 for residue turn-in must contain a statement that no live ammunition is among the residue material. The NCO who inspected the residue must sign the statement on the DA Form 581/e581 that the inspection has taken place. **The unit conducting the turn-in is responsible for segregating all residue according to its respective issue document and DODIC.** This is necessary to eliminate residue from one issue document being credited to a different issue document which could result in a residue shortage on one of the turn-ins. Consolidating turn-ins of ammunition residue from more than one issue document is not authorized. The DA Form 581/e581 for residue turn-in will be delivered to the Customer Assistance Clerk at the time scheduled for turn-in. The ASP Checker will supervise the counting or weighing of all residue items. The unit representative must verify the count or weight of all residue. When all residue items have been counted, the residue Checker representative will sign the Residue Worksheet in the "Receiving Checker" block. The unit representative will sign as the issuing checker on the Residue Worksheet. The Residue Worksheet is the official count. Quantities will be posted to the DA Form 581 supplied by the Customer Assistance Clerk.
- e. If live munitions are found during a residue turn-in, the ASP will require the unit to re-screen the residue outside of the yard. If one round of live munitions is found, an Explosive Incidence Report (EIR) will be forwarded from the AFSBn-Riley Class V Accountable Officer, AFSBn-Riley Supply Division, to the unit Battalion Commander concerned.
- f. If the unit feels there is a discrepancy, notify the residue checker immediately so a second count can be made.
- g. The unit returns the Residue Worksheet to the Operations clerk who will enter the data from the worksheet in the appropriate blocks on the DA Form 581 for the turn-in.

Document Reconciliation

- a. In accordance with AR 710-2, paragraph 2-45d (1), units will ensure all live ammunition and residue from an issue document is turned-in within five working days after the training completion dates. Failure to do so will result in refusal to approve training ammunition issue to the unit concerned until reconciliation is completed, per DA PAM 700-16, Section 12-13.
- b. Units will not turn-in more ammunition or residue on one document than they originally drew on that one document. Example; a unit draws 5,000 rounds of A071 on

15 May and 2,000 rounds on 16 May. The unit must prepare two DA Forms 581/e581 for residue turn-in, one for 5,000 rounds and a second for 2,000 rounds.

c. Training Event Category (TEC) codes will be listed on issue and turn-in documents. Correct TEC codes are listed in TAMIS.

d. After all live ammunition and residue has been turned-in, the original issue document; a copy of any live turn-ins (serviceable or unserviceable) and a copy of DA Form 581, residue turn-in; and any DA Form 5811-R, Certificate - Lost or Damage of Class V Ammunition items must be taken to the ASP residue clerk who will determine if the issue document can be reconciled.

e. DA Forms 581/e581 for residue turn-in must contain a statement that no live ammunition is among the residue material. Live Ammunition turn-in must contain a statement that ammunition was either expended or turned-in. A DA Form 5811-R must be completed and **signed by the first LTC in the unit's chain of command for any residue shortages**. Every effort will be made by the unit to collect all residue for turn-in regardless of type of training. Missing Class V requires action under AR 190-11/NGR 190-11. An AR 15-6 investigation will be initiated when a shortage of the munitions item list in AR 190-11, Appendix E, paragraph E-2c occurs.

f. Training date extension may be granted by the ASP, if the unit is not already delinquent, with a copy of the approved request furnished to the respective Ammunition Manager. Request for extension must contain a statement, signed by the commander owning the UIC account, explaining why document(s) could not be cleared in the required time frame allowed under Chapter 12, DA PAM 700-16 and subsequently be reconciled in TAMIS.

Ammunition Found On Installation (AFOI)

a. Fort Riley has an amnesty program for recovered ammunition. AFOI may be turned-in to the ASP at the red container marked "Amnesty Box" near the entrance gate to the ASP. Ammunition will be accepted as is; no questions asked. The purpose of this program is to encourage personnel to recover AFOI before it is discovered by unauthorized persons who have not received training in handling of dangerous material. The amnesty program is not intended as an easy way to bypass established turn-in procedures.

b. **CAUTION.** If there are any questions as to the safety of AFOI (duds, misfires, obvious damage, etc.), commanders must ensure that the ammunition is not disturbed. Such ammunition must be safeguarded and reported to Range Branch. Range Branch will contact 84th EOD/QASAS at 239-1838/1153; non-duty hours: 239-2222 who will check the AFOI and dispose of it or release it to the unit for turn-in to the ASP.

c. Significant quantities of AFOI should be reported to the Physical Security Officer of the Provost Marshal's Office prior to movement. Disposition instructions will be provided by the Military Police.

Transportation of Ammunition-Transportation Requirements

a. Vehicles transporting Class V, (Ammunition and Explosives (A&E)) must have four ammunition placards, one mounted on each side, one in front and one on the rear of the vehicle or on the side and rear of the trailer if one is used. Placards will be ordered through the Unit's Supply channels. If in doubt about the proper placards for your vehicle(s), contact the ASP Vehicle Inspection Office for assistance (239-4115) **prior to your issue date.**

b. Units are required to furnish the placards and means by which to affix the placards to vehicle (e.g., tape, wire, rope, etc.). Placards will be applied whenever ammunition is loaded on the vehicle and removed when no ammunition is present.

c. All vehicles will be equipped with two Class 10-BC rated portable fire extinguishers when transporting Class V. Fire extinguishers will be **FULLY** charged, with working gauges, and **PROPERLY SEALED**. Ammunition will not be loaded until fire extinguishers are available. When using tie down straps (NSN 5340-00-980-9277 or 1670-00-725-1437), vehicles are required to have the tie down anchors installed IAW TB 9-2300-280-30 and instructions in the appropriate AMC drawing to accommodate tie down straps.

d. A driver and assistant driver are required for all vehicles transporting ammunition and explosives. Only individuals in possession of a valid military operators permit with certification (Hazardous Materials Qualification Stamp) to transport explosives will drive a vehicle transporting ammunition. Contractor and civilian personnel hauling ammunition (Class V) will have a CDL and HAZMAT card IAW CFR 49.

e. Once loaded, only authorized driver and assistant driver are allowed in the ammunition vehicle. Detail personnel will be transported in a separate vehicle. Privately owned vehicles are not authorized inside the ASP area (beyond Gate 2).

f. Per AR 190-11 and this SOP, units transporting Security Category I & II ammunition items require an armed escort with no less than 5 rounds per weapon. The escort detail will, as a minimum, consist of a 2-person crew with one person being an E-5 or above in a separate vehicle from the items being transported. Contract the ASP for a detailed list of CAT I & II items.

Vehicle Inspections

a. ASP personnel will inspect all vehicles designated to transport ammunition entering or leaving the ASP. Inspections will be accomplished using DD Form 626 (Figure 1). Inspectors will ensure the appropriate explosive and hazardous material placards are in place on each vehicle. Once the ASP has prepared DD Form 626 it is good for 7 days providing the units conduct required daily preventive maintenance, checks and services (PMCS). Failure to conduct the daily PMCS will void the DD 626.

b. For training exercises over seven days, coordination will be made with the ASP Surveillance Office for a QASAS to perform another DD Form 626 inspection. For assistance, call the Ammunition Surveillance Office (785-239-1951/9543).

c. All vehicles transporting Class V items should be pre-inspected by unit maintenance personnel prior to dispatch to preclude rejection for deficiencies discovered during inspection at the ASP. Units will use DD Form 626, Motor Vehicle Inspection (Figure 1) as a guide in the pre-inspection. Faults found during inspection by ASP Vehicle inspector will be corrected before the vehicle is permitted to enter the ASP area. Vehicles not passing the DD Form 626 inspection is the single largest factor in the length of time required to draw ammunition.

d. All ammunition laden vehicles departing the ASP will receive a copy of Fire Fighting Instructions/Emergency Response Guide (ERG). In addition to being required by 49 CFR, this will describe the true nature of the explosives, the fire hazards, methods to be used in fighting a fire, safe distance between vehicles, and other related safety information. Firefighting instructions will be kept in the cab of the vehicle at all times when ammunition or explosives are loaded on the vehicle.

e. Once loaded, the vehicle will be inspected for compliance with proper load procedures, compatibility, weight limits, and blocking and bracing. Vehicles found to have shortcomings will not be permitted to depart the ASP area until deficiencies have been corrected. Units will have sufficient tie down straps and canvas to secure and cover Class V items.

Off Post Transportation of Ammunition

a. After ASP personnel check all vehicles designated to transport ammunition off Fort Riley using DD Form 626, the inspectors will ensure the appropriate explosives and hazardous materials placards are in place on each vehicle. ASP personnel are also responsible for preparing DD Form 2890 (Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government) which certifies all vehicles transporting hazardous materials departing Fort Riley are IAW the 49 CFR. Once prepared, the DD Form 626 is good for seven days providing units conduct daily PMCS. Failure to conduct daily PMCS voids the DD Form 626. When returning from off-post sites, the Unit will have to recertify and update the DD Form 2890. The original DD Form 2890 can be used provided:

1. Ammunition and explosives expended in training are crossed out or lined off the DA Form 836 and HAZMAT data sheets.
2. Quantities are changed to reflect only the ammunition items left.

b. To recertify, cross out the original signature in Block 6a of the DD Form 2890. A graduate of the two-week Hazardous Materials Course signs the DD Form 2890 stating that the load has been properly reconfigured for transportation over public highways. For training exercises over seven days, coordination will be made with the ASP Surveillance Office for a QASAS to perform another DD Form 626 inspection. For assistance, call the Ammunition Surveillance Office at 239-1952/9543.

c. All vehicles transporting Class V items should be pre-inspected by unit maintenance personnel prior to dispatch. Units will use DD Form 626, Motor Vehicle Inspection as a guide in the pre-inspection. Deficiencies found during inspection by ASP Vehicle

Inspector will be corrected before the vehicle is permitted to enter the ASP area. Vehicles not passing the DD Form 626 inspection is the single largest factor in the length of time required to draw ammunition.

d. All ammunition laden vehicles departing Fort Riley will receive a completed copy of a DD Form 2890. In addition to being required by 49 CFR, this will describe the true nature of the explosives, the fire hazards, methods to be used in fighting a fire, safe distance between vehicles, and other related safety information. The DD Form 2890 will be kept in the cab of the vehicle at all times when ammunition or explosives are loaded on the vehicle.

e. Once loaded, the vehicle will be inspected for compliance with proper load procedures, compatibility, weight limits, and blocking and bracing. Vehicles found to have deficiencies will not be permitted to depart the ASP area until deficiencies have been corrected. Units will have sufficient tie down straps and canvas to secure and cover Class V items.

Ammunition Handling

a. The transportation of all US Government weapons, weapons systems and ammunition in privately owned vehicles is prohibited.

b. Except when in closed vans, the truckload must be covered with fire resistant tarpaulins or tarps painted with a fire retarding paint. When tarps are used to cover ammunition or explosives, they will be secured by means of rope, wire or tie downs. Under no circumstances will the tarps be nailed to ammunition containers.

c. No ammunition will be transported in a passenger compartment of a vehicle except in cases involving limited quantities of small arms ammunition (no more than two full boxes with non-explosive bullets). The small arms ammunition must be in closed containers which are properly secured in the vehicle, and seats are available for all personnel. Privately owned vehicles for such purposes are prohibited, except for the ROTC and marksmanship programs when a government-owned vehicle is not available. It is permissible to transport limited quantities of HC/D 1.4 small arms ammunition in the trunk of sedan-type government-owned vehicles or in cargo compartments of government-owned van-type vehicles.

d. Individuals are not authorized to hand carry ammunition or explosives outside of the ASP area to load their vehicle.

Vehicles will be inspected and driven into the ASP area for loading.

Ammunition Routes

a. Vehicles transporting A&E will only utilize approved Ammunition Supply Routes (ASR). ASRs are used to transport A&E from the ASP and AHA to ranges and training areas. **AT NO TIME WILL** vehicles stop along ASRs to stage for any other purpose except for emergencies. The only munitions laden vehicle authorized on Custer Hill Area is a vehicle transporting Operation Load (OPL) ammunition authorized for storage

in the unit arms room. Vehicles transporting OPL to and from unit arms room will travel by the most direct route to the ASP and **WILL NOT** stop or stage enroute except for emergencies.

b. Drivers of ammunition-laden vehicles encountering closed roads (i.e., due to weather conditions or construction) must return via approved route to the departure point (ASP, AHA, arms room, range) and phone the DTO for instructions. During non-duty hours, contact the Military Police. Drivers will not travel on non-approved routes under any circumstances.

c. All Installation roads north of Vinton School Road may be used as ASRs providing the weight class of the road will support the ammunition vehicles. Tank trails may be used to transport ammunition by tracked vehicles.

d. In accordance with FR Pamphlet 55-1, off-post movements of ammunition will be submitted to ITO, Unit Movement Office, and Building 1502 for approval. On-post movements of six or more vehicles require approval from G4/ITO Unit Movement Office (DD Form 1265). The ASP (QASAS) must be notified using DA Form 581/e581 of all shipments traveling off Fort Riley. This includes travel to and from the range using Highways 57, 77 and I-70. Ammunition requires packaging and markings IAW 49 Code of Federal Regulations.

Safe-Haven Parking

a. Safe-Haven Parking will be afforded to all US Government shipments of compatible ammunition and explosives when requested by Military Traffic Management Command (MTMC).

b. Responsibilities and procedures for Safe Parking are contained in FR Regulation 190-2.

c. Carriers will not drop their trailer and leave the area. The next duty day the AHA SOG will call the PMO desk (785-239-4747/3055/3059) for a patrol car to be escorted from the AHA to the ASP.

Arrival of Shipments During Other Than Normal Working Hours

a. Shipments of ammunition and explosives arriving during other than normal working hours, will be given Safe-Haven Parking inside the AHA. Prior approval for Safe Parking from MTMC is not required for these shipments.

b. The carrier will be required to complete the delivery of the shipment the next duty day or depart the installation and return during normal working hours.

c. After duty hours, the carrier of munitions to Fort Riley will call the PMO desk (785-239-MPMP) one hour out so that the PMO can provide guidance to which gate they can use. PMO will arrange for an MP patrol car to escort the driver to the AHA for Safe Parking.

Field Operations - General

a. Accountability. During field operations, the accountable individuals will inventory their ammunition every 24 hours IAW DA PAM 700-16, Chapters 12-16. If the accountable individual changes, a 100% inventory will be conducted prior to the incoming custodian signing for the ammunition. Documentation (DA Form 5515) will be maintained on all ammunition received, issued, turned-in or shipped to another person/location.

1. Personnel will comply with any restriction imposed on the ammunition by the QASAS/ASP and annotated in the remarks column of the DA Form 3151 in the form of an Ammunition Information Notice (AIN) or Safety of Use Message (SOUM). AINs and SOUMs will be strictly followed by all units.
2. Ammunition must be stored in its original containers until it is certain that it will be expended.
3. Dunnage must be provided to keep all ammunition containers off the ground and sheltered from direct sunlight, rain or snow. Ammunition must also be ventilated as free air movement will prevent overheating.
4. All ammunition, brass, munitions and pyrotechnics must be accounted for and will not be in possession of range personnel or firers.
5. Unexpended ammunition must be checked prior to return to the ASP for completeness of packaging, presence of all safety devices on items removed from packaging. All ammunition must be compatible and secured properly in the vehicle prior to departure from the range or training area.
6. Personnel turning in ammunition or residue to the ASP will be inspected by the unit OIC/NCOIC prior to departing the ASP.

b. The MPRC-FASP located at PU922304 and the AFSBn-Riley AHA located at PU91703065 are the only areas on Fort Riley for temporary storage of ammunition.

Safety

The destructive nature of ammunition demands constant awareness on the part of those who use it. Carelessness causes destructive and possibly fatal accidents. Carelessness can also result in training failure because of loss of ammunition, equipment or personnel.

a. **Safety is a Command Responsibility.** Commanders must take the same active and aggressive leadership attitude toward safety that is taken in other aspects of command responsibilities.

b. Personnel charged with responsibilities for ammunition must be continuously impressed with the fact that their safety, as well as that of others, depends on the care they use in the performance of their duties.

c. Ammunition storage hazards include fire, explosion, fragmentation and contamination.

d. Unsafe practices will be corrected immediately upon discovery. Before beginning each new operation, personnel should be thoroughly briefed on the proper handling and use of ammunition, including simulators, signal devices, smoke devices, and other pyrotechnics.

e. Loading and unloading ammunition can become a hazard if not performed with proper supervision. Ammunition in cans, boxes or containers will not be thrown, dragged or mishandled in any way.

f. Safety must be observed at all times when handling ammunition. Vehicle hand brakes must be set, wheels chocked, ignition off and transmission in neutral prior to loading/off-loading a vehicle.

g. All ammunition and explosives are assigned an appropriate compatibility group for storage and transportation. Ammunition and explosives will not be stored with incompatible ammunition or different materials or items which present positive hazards to the munitions. Ammunition will not be stored or placed beside flammable or combustible materials, acids or corrosives.

h. Commanders will ensure that custody of Ammunition and Explosives are fixed to responsible individuals at all times. Discrepancies in accountability will be reported immediately to the commander. When a discrepancy is identified, a shakedown and search will be conducted of all applicable personnel in the area by personnel designated by the commander. If it is confirmed that A&E is missing, immediately notify the higher level of command and the Provost Marshal's office by calling the MP desk (239-6767/3052/3054). A preliminary investigation will be conducted by the unit commander. The commander must also complete all other requirements specified in FORSCOM Supplement to AR 735-11 and AR 190-11, Appendix E.

i. Ammunition will remain sealed in its containers until just prior to expenditure to prevent damage, loss of accountability, and to identify any attempts of tampering. Do not break out bulk small arms ammunition until necessary.

j. Unserviceable ammunition: Unserviceable ammunition will not be expended. The following are examples of unserviceable ammunition which must be returned to the ASP:

1. Lost lot identification.
2. Suspended.
3. De-linked. (Re-Link Ammunition will warrant a 15-6 investigation with a copy forward to FORSCOM and JMC)
4. Altered. (Altered ammunition will warrant a 15-6 investigation with a copy forward to G4/FORSCOM and JMC).
5. Corroded.
6. Previously cycled.

k. Storage of Missiles and Rockets: Missiles and rockets will be stored and/or stacked with the nose end facing away from personnel, built-up areas, fuel points, etc.

l. Proper equipment to open ammunition containers: The only equipment authorized for opening an ammunition container are pliers, band cutters and, in some cases, a screwdriver. All other items are considered to be dangerous and should not be used. AXES can be very hazardous to personnel and equipment in the area. Think safety when opening ammunition containers. Avoid flying sparks created from metal-to-metal contact by using plastic or wooden objects to open ammunition containers.

m. All residue material must be 100% inspected and accounted for prior to a turn-in. Units must segregate live ammunition from residue prior to turn-in to the ASP. All ammunition residue, packing materials, boxes (metal, wood, or cardboard), fiber tubes and anything that does not go down range or is not consumed during functioning of the item will be turned in to the ASP. These items will be sorted by ASP personnel for serviceable material used during turn-in. Unit will be required to dispose of items after sorted by ASP personnel.

n. Blank ammunition will not be fired at personnel at distances less than 25 meters. Each round of blank ammunition will be inspected before use to assure that each round is blank ammunition that the ammunition has not been altered or tampered with in any way and that grenade cartridges are not being used as blank ammunition. Use of blank ammunition in hand-to-hand training is prohibited.

o. Unused propellant increments will be destroyed by burning in a safe manner. The area used for burning will be at least 100 meters from personnel or equipment, will have a cleared strip of at least five meters on all sides of the burn and not be overhung by branches. The propellant will be laid out in a train not to exceed two feet wide, 25 feet long, and one increment deep and shall be laid in the direction the wind is blowing. The propellant increments will be ignited from the downwind side using a train of powder from a propellant increment, approximately 25 feet long. A non-sparking instrument will be used to open the powder increment. In no case will gasoline, diesel fuel or kerosene be used to aid ignition or burning. Required minimum firefighting equipment is 10 gallons of water, one shovel, one fire beater and sufficient personnel to man the equipment.

p. **Belt-fed ammunition will not be linked/re-linked.** Delinking of Small Arms Ammunition .50 Caliber and below for the purpose of adjusting belt length for training/qualification is permissible (See QASAS for applicable Ammunition Information Notice(s) (AIN) Primers).

q. Each vehicle transporting security category I or II ammunition (as defined in AR 190-11) will have, as a minimum, the following:

1. A two-person escort.
2. At least one person of the crew must be a SGT or above.
3. Both personnel will be armed with his/her assigned weapon and carry no less than 5 rounds.

r. Units exercising with DODIC J143 MICLIC rockets will not return any expended rockets to the ASP. Expended J143 rockets are considered **hazardous waste** and will be left on the range/impact area.

Missile Fired Reports

a. The requirement for missile reporting is outlined in AR 702-5. This regulation requires fired data reports from all units expending missiles.

b. It is the sole responsibility of the using unit(s) to ensure missile fired reports are accurately prepared and mailed to Commander, US Army Missile Command, ATTN: AMSAM-QA-RA, Redstone Arsenal, AL 35898-5290 within three days of expenditure.

c. Requests for missiles will be submitted on a separate DA Form 581/e581 prior to issue from the ASP.

Ammunition Accident and/or Malfunctions

a. Accident, incident and/or malfunctions for specific types of ammunition are defined as:

1. **Accident**: An unintentional or chance event resulting in property damage or injury to personnel. In regards to ammunition and explosives, this specifically includes the suspected or detected presence of unexploded explosive ordnance that constitutes a hazard to operations, installations, personnel, or material.
2. **Incident**: An unintentional or chance event considered likely to result in property damage or injury to personnel. In regards to ammunition and explosives, this specifically includes the suspected or detected presence of unexploded explosive ordnance that constitutes a hazard to operations, installations, personnel, or material.
3. **Malfunction**: Failure of an ammunition item to function as expected when fired or launched or when explosive items function under conditions that should not cause functioning:
 - a. Malfunctions include hang fires, misfires, duds, abnormal functioning, and premature functioning of explosive ammunition items under normal handling, maintenance, storage, transportation, and tactical deployment.
 - b. Malfunctions do not include accidents or incidents that result solely from negligence, malpractice, or situations such as vehicle accidents or fires.
 - c. Malfunctions are divided into three Classes; Class A, Class B, & Class C.
 - i. **Class A**: Malfunctions that result in death or lost-time injury, are similar to previous malfunctions that have resulted in death or lost-time injury, are judged as having had an appreciable probability of causing death or lost time injury, or that has adverse political implications.
 - ii. **Class B**: Malfunctions that result in damage to major equipment that cannot be repaired at the unit level of maintenance or that result in an ammunition suspension that significantly impacts readiness or training

iii. Class C: Malfunctions that are neither Class A nor Class B.

b. When a malfunction/accident/incident involving ammunition occurs, the following actions will be taken:

1. Firing will be immediately suspended until the ammunition is cleared by a Quality Assurance Specialist Ammunition Surveillance (QASAS).
2. The individual in charge will immediately report the following to Range Branch:
 - a. Type of malfunction (e.g., in-bore premature).
 - b. Weapon involved.
 - c. Type ammunition involved (e.g., 40mm TP-B519).
 - d. Lot number of ammunition involved (e.g., MA79EOU1-042).
 - e. Quantity of the DODIC and lot on hand.
 - f. Time of occurrence.
 - g. The suspected cause of the malfunction (i.e., the weapon, the ammunition, or unknown).
3. Range Branch will immediately forward a copy of the Accident/Incident Report to DPTMS. Range Branch will notify the QASAS and EOD. Safety Division will be notified of all accidents (not malfunctions) for appropriate response. The Ft. Riley Ops Center has Safety POCs for after duty hours.
4. The senior officer or noncommissioned officer present will ensure that all weapons, equipment, ammunition and other associated materials at the site involved, to include fire direction records, are not disturbed or removed until a proper investigation has been conducted and the items have been released by the QASAS through coordination with Range Branch.

c. Preliminary reports. All ammunition system malfunctions will be reported IAW AR 75-1. The unit will submit DA Form 4379-R or 4379-1-R. Ammunition Malfunction Report, or 4379-1-R, Missile and Rocket Malfunction Report. The QASAS will forward the preliminary report to Joint Munitions Command.

d. Detailed report. QASAS will complete a detailed report IAW AR 75-1. Following the investigation, a detailed written report will also be prepared by the responsible unit commander submitted to G3 and DPTMS and QASAS through Range Branch, within 7 working days.

e. For technical assistance preparing reports, contact the AFSBn-Riley QASAS at 239-9543/9219.

Dud. A dud is a round that has gone down range and failed to function. Duds are not safe! In many cases, even the slightest movement may cause the ammunition to explode as designed. Due to the chemical properties of explosives, duds that have been exposed to the weather for an extend time are much more likely to function than the same type of round stored in the proper manner. All personnel going to a range or training will be given a briefing that will include the hazards of duds and the proper way to dispose of them. No person, other than a qualified technical expert, will touch or handle a dud. These experts are assigned to the 84th Explosive Ordnance Battalion,

239-1153/4283. The QASAS will also be notified. Personnel that locate duds in the field will report by radio, or the quickest means possible, the following information to Range Branch: Range Branch will in-turn/forward all information to QASAS:

- a. Grid coordinates of dud.
- b. Location by terrain feature.
- c. Method used to mark dud.
- d. Type and caliber of dud.
- e. Number of duds.
- f. Name, rank and unit of person making the TAMIS DUD report.

Combat and Sustainment Loads, Operational Project Stocks and Operational Loads of Ammunition

a. Ammunition Combat and Sustainment Loads. All active, ARNG and Army Reserves units assigned to Fort Riley for Mobilization Deployment are required to update/validate their Ammunition Combat and Sustainment Loads/Operational Load requirements annually through TAMIS.

b. Unit Combat and Sustainment Loads

1. The unit Combat and Sustainment Loads are intended to sustain that unit until re-supply can be established in the theater of operation. Combat and Sustainment load ammunition is divided into To Accompany Troops (TAT) and Not To Accompany Troops (NON-TAT). To Accompany Troops (TAT) ammunition will be stored and maintained at the Fort Riley ASP. NON-TAT will be stored at a location predetermined by the Joint Munitions Command (JMC).
2. Combat and Sustainment authorizations per weapons systems and/or unit. Authorizations are fully automated in the TAMIS Requirements Module.
3. During actual deployment, the TAT ammunition, when approved by G4/FORSCOM, may be drawn by companies/detachments and transported to the departure airfield by the ASP. Flight commanders will sign/draw this ammunition from the ASP once flight manifests have been finalized. This ammunition will be loaded into the cargo hold of the departing aircraft. It will not be distributed to the soldiers while in CONUS or while in flight. PBO will account for all ammunition and report all assets thru CBS-X.
4. It is the individual unit's responsibility to ensure that unit Combat and Sustainment Load documents are reviewed and updated annually (especially if there are any MTOE changes). The unit then submits its documents through appropriate channels for verification and approval. The approving authorities will then submit TAT requirements to the ASP.
5. The respective Fort Riley Ammunition Managers will verify and approve Combat and Sustainment load documents for all active units (divisional and non-divisional) assigned to Fort Riley. The US Army Reserves G4 and the National Guard Bureau G4 have the same responsibility for all reviewing and approving unit Combat Loads.

6. Upon completion of the validation process. Units will maintain their copies of the DA Forms 581/e581 in the unit movement plan along with load plans designating unit organic vehicles that will be used to transport TAT and NON-TAT ABL.
7. Units will prepare load plans for vehicles they deploy with and/or draw from equipment at Army Preposition Sites (APS). Knowing exactly which trucks will carry designated loads of ammunition saves time in up-loading the basic load when the need arises.

Operational Loads

a. **General.** Operational loads consist of guard and ceremonial ammunition used on a recurring basis. It also includes ammunition required by the military police or the Criminal Investigation Division (CID) to perform their daily duties. Generally speaking, operational loads are not expected to be expended (guard/security ammunition) and require formal accountability on a property book (AR 710-2) and are reported under CBS-X. This is distinguished from a unique category of operational load known as mission loads, which are expected to be expended. Common mission loads include salute rounds and ammunition for funeral details. **OPL will be forecast and requested through TAMIS.**

b. Operational Load Guidelines (OPL)

1. Requests for Operational Munitions. Units will submit an e581 using a Mission Event Code (MEC) of either operational load (OPL) likely to be consumed or Operational Load Not (OPN) likely to be consumed. Units will draw ammunition from the servicing ASP using the same criteria as for training ammunition; however, once the unit has signed for the ammunition it will be added to the unit property book until the requirement no longer exists. Inventories will be conducted in accordance with DA PAM 700-16, Chapters 12-21. Units will turn-in required residue and live ammunition upon completion of the requirement and use the completed turn-in documents to remove the ammunition from the unit property book.
2. Due to the sensitive nature of ammunition, these operational loads will be kept to a minimum. Total quantity will not exceed 100 rounds and can consist of any combination of 5.56mm or 9mm. The only exceptions will be MP units and CID, or aviation units when aircraft peculiar items (squibs) are required. Exceptions must be approved by the G4.
3. Formal accountable records are required for operational load ammunition through brigade PBO's. AR 735-5 procedures will be utilized to adjust the property book if the ammunition is expended.
4. Operational loads will be inventoried IAW the Arms Room SOP, AR 710-2 and DA PAM 700-16, Chapters 12-18. Additionally, the ammunition will be inventoried monthly (as a sensitive item) by the unit commander and will be placed on change of command checklists.
5. The ammunition will be stored in a locked metal Class V container that is at least 22-gauge steel.

6. Rotation of operational load stock will be based on the annual arms room inspection conducted by QASAS personnel.
7. Operational loads will be validated by the MACOM Ammunition Manager on 31 December of each year. The unit must bring in the old DA Form 581/e581 and replace it with a new DA Form 581/e581 that has applicable signatures IAW current signature cards (DA Forms 1687) on file at the ASP. The old account will be closed and new document numbers assigned.
8. Operational Loads required for mission Support or MISSION LOADS are expected not to be expended on a regular basis and are issued on DA 581/e581 using PBO document numbers. Accountability and reconciliation will be as done by the end of each FY.
9. Salute Battery for change of command or other short-term details will draw blank ammunition and reconcile with the ASP upon completion of each mission.
10. Post Flag Details can draw ammunition for up to 90 days and reconcile with the ASP upon completion of mission. These details can re-supply prior expenditure of all ammunition.
11. Funeral Detail ammunition will be drawn by HHC element and issued to details on an as needed basis to conduct training or actual details. The blank ammunition will be accounted for on DA 5515. The HHC element may request and draw up to 1140 rounds for a ninety-day period. This ammunition will be turned in when no longer required or within 90 days.
12. Mission Loads for Explosive Ordnance Disposal (EOD) support will be drawn on DA 581/e581 and accounted for using Property Book Procedures. This ammunition will be reconciled on an annual basis or when re-supply is required. Re-supply will be forecast and submitted to G4/FORSCOM for approval. When forecast is approved, unit will input request through TAMIS NLT 90 days of required date.
- 13. At no time will Training Ammunition and Combat and Sustainment load be issued as OPL unless cleared by G3/FORSCOM and G4/FORSCOM.**

Figure 1 Sample of a DD Form 626

Prescribed by DTR 4500.9-R

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)											
(Read Instructions before completing this form.)											
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.					1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER						
SECTION 1 - DOCUMENTATION		ORIGIN a.			DESTINATION b.						
2. CARRIER/GOVERNMENT ORGANIZATION											
3. DATE/TIME OF INSPECTION											
4. LOCATION OF INSPECTION											
5. OPERATOR(S) NAME(S)											
6. OPERATOR(S) LICENSE NUMBER(S)											
7. MEDICAL EXAMINER'S CERTIFICATE*											
8. (X if satisfactory at origin)					9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*						
a. HAZMAT ENDORSEMENT		d. ERG OR EQUIVALENT COMMERCIAL:		YES		NO					
b. VALID LEASE*		e. DRIVER'S VEHICLE INSPECTION REPORT*				a. TRUCK/TRACTOR		YES NO			
c. ROUTE PLAN		f. COPY OF 49 CFR PART 397				b. TRAILER		YES NO			
SECTION II - MECHANICAL INSPECTION											
All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.											
10. TYPE OF VEHICLE(S)					11. VEHICLE NUMBER(S)						
12. PART INSPECTED (X as applicable)		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)	
		SAT UNSAT		SAT UNSAT		SAT UNSAT		SAT UNSAT			
a. SPARE ELECTRICAL FUSES						k. EXHAUST SYSTEM					
b. HORN OPERATIVE						l. BRAKE SYSTEM*					
c. STEERING SYSTEM						m. SUSPENSION					
d. WINDSHIELD/WIPERS						n. COUPLING DEVICES					
e. MIRRORS						o. CARGO SPACE					
f. WARNING EQUIPMENT						p. LANDING GEAR*					
g. FIRE EXTINGUISHER*						q. TIRES, WHEELS, RIMS					
h. ELECTRICAL WIRING						r. TAILGATE/DOORS*					
i. LIGHTS AND REFLECTORS						s. TARPULIN*					
j. FUEL SYSTEM*						t. OTHER (Specify)					
13. INSPECTION RESULTS (X one) ACCEPTED					REJECTED						
(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)											
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: (X one) ACCEPTED					REJECTED						
15. REMARKS											
THIS FORM TO BE FILLED OUT BY ASP PERSONNEL USE THIS FORM AS A GUIDE FOR ITEMS TO BE CHECKED ON ANY VEHICLE OR TRAILER TRANSPORTING A&E											
16. INSPECTOR SIGNATURE (Origin)						17. INSPECTOR SIGNATURE (Destination)					
SECTION III - POST LOADING INSPECTION											
This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.											
		ORIGIN (1)		DESTINATION (2)							
		SAT UNSAT		SAT UNSAT							
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR											
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT											
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT											
21. PROPER PLACARDS APPLIED											
22. SHIPPING PAPERS/DD FORM 2890 FOR GOVERNMENT VEHICLE SHIPMENTS											
23. COPY OF DD FORM 626 FOR DRIVER											
24. SHIPPED UNDER DOT SPECIAL PERMIT 868											
25. INSPECTOR SIGNATURE (Origin)						26. DRIVER(S) SIGNATURE (Origin)					
27. INSPECTOR SIGNATURE (Destination)						28. DRIVER(S) SIGNATURE (Destination)					

DD FORM 626, OCT 2011

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Page 1 of 3 Pages
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Figure 1. (continued) Sample of a completed DD Form 626—(Continued)

INSTRUCTIONS	
<p>SECTION I - DOCUMENTATION</p> <p>General Instructions.</p> <p>All items (2 through 9) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only Items 2 through 7 are required to be checked at destination.</p> <p>Items 1 through 5. Self explanatory.</p> <p>Item 6. Enter operator's Commercial Driver's License (CDL) number or Military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements IAW 49 CFR 383.</p> <p>Item 7. *Enter the expiration date listed on the Medical Examiner's Certificate.</p> <p>Item 8.a. Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials. Check the expiration date on driver's HAZMAT Certification.</p> <p>b. *Valid Lease. Shipper will ensure a copy of the appropriate contract or lease is carried in all leased vehicles and is available for inspection. (49 CFR 376.12 and 376.11(c)(2)).</p> <p>c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 397.101.</p> <p>d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.</p> <p>e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.</p> <p>f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Transportation of Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper will provide a copy to operator.</p> <p>Item 9. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box. Vehicles without CVSA, check documentation of the last vehicle periodic inspection and perform DD Form 626 inspection.</p> <p>SECTION II - MECHANICAL INSPECTION</p> <p>General Instructions.</p> <p>All items (12.a. through 12.t.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.</p>	<p>SECTION II (Continued)</p> <p>Item 12.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)</p> <p>b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)</p> <p>c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)</p> <p>d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)</p> <p>e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)</p> <p>f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)</p> <p>g. Fire Extinguisher. Military vehicles must be equipped with one serviceable fire extinguisher with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)</p> <p>h. Electrical Wiring. Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28)</p>

Figure 2. Sample DA Form 1687

Enter "NOT USED or NOTHING FOLLOWS" on next available line when all lines are not used.

NOTICE OF DELEGATION OF AUTHORITY – RECEIPT FOR SUPPLIES <i>FOR USE OF THIS FORM, SEE DA PAM 710-2-1. THE PROPONENT AGENCY IS DCS, G-4</i>			DATE *DATE OF CREATION*	
AUTHORIZED REPRESENTATIVE(S)				
ORGANIZATION RECEIVING SUPPLIES *Your Unit or Activity Goes Here* Card 1 of 2		LOCATION Ammunition Supply Point		
LAST NAME-FIRST NAME-MIDDLE INITIAL *DOD ID Expiration Date & Rank Required*		AUTHORITY		SIGNATURE AND INITIALS
		REQ	REC	
DOE, JOHN J., CW5, DOD ID Expiration 3 Nov 16		YES	YES	*DIGITAL or WET SIGNATURES & INITIALS*
DOE, MELISSA E., MSG, DOD ID Expiration 1 Jan 17		NO	YES	*DIGITAL or WET SIGNATURES & INITIALS*
////////////////////NOT USED////////////////////				
////////////////////NOT USED //////////////////////				
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: REQUEST AND/OR RECEIVE AMMUNITION ITEMS FROM THE ASP.				
REMARKS *The individuals listed above have been screened IAW AR 190-11. All other editions are superseded or an addition to cards on file.*				
I ASSUME FULL RESPONSIBILITY				
UNIT IDENTIFICATION CODE *YOUR UIC GOES HERE*		DODAAC/ACCOUNT NUMBER *YOUR DODAAC GOES HERE*		
LAST NAME-FIRST NAME- MIDDLE INITIAL *CDR*	GRA DE LTC	TELEPHO NE NUMBER 785-239- 1555	EXPIRATION DATE *NOT GREATER THAN 1 YEAR* 20180530	SIGNATURE *DIGITAL or WET SIGNATURES AND INITIALS*

DA FORM 1687, NOV 2015

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ALSO INCLUDE ASSUMPTION OF COMMAND ORDERS***MUST HAVE DOD ID EXPIRATION DATE, RANK, DIGITAL or WET SIGNATURES AND INITIALS***

Figure 3. Sample Memorandum Assumption of Command

AFZN-BZ-A

11 December 20XX

MEMORANDUM FOR COMMANDER, 1ST INF DIV AND FORT RILEY, FORT RILEY,
KS 66442-5000

SUBJECT: Assumption of Command

1. Effective 11 December 1992, the undersigned assumed command of 1/23 Inf Bn (WABCAA).
2. Authority: Paragraph 3-1, AR 600-20.
3. Effective Date: 11 December 20XX.

(COMMANDER'S SIGNATURE BLOCK)

Figure 4. DA Form 581 Request for Issue and Turn-In of Ammunition (Issue)

[illegible]

[illegible]

Figure 6. DA Form 581 Completion Instructions for Residue Turn-In (TIR)

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION				1. ISSUE		3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE	
For use of this form, see DA PAM 700-16; the proponent agency is DCS, G-4.				2. TURN-IN		W44XYZ 13200003 RES		1 OF 1		1 OF 1			
7. SEND TO Accountable Officer ASP, Ft. Riley				8. REQUEST FROM (Unit UIC) 1-505th FA		9. DATE MATERIEL REQUIRED (YYYYMMDD)		10. PRIORITY		11. ALLOCATION PERIOD		12. DODACC	
						AS REQUESTED BY UNIT				W44XYZ			
				13a. REQUESTED BY		13b. DATE (YYYYMMDD)		13c. SIGNATURE					
				14a. APPROVED BY		14b. DATE (YYYYMMDD)		14c. SIGNATURE					
15. ITEM	16. DOCIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED/TURNED-IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE (YYYYMMDD)	
1.	NONE	1305-	BRASS, EXP 5.56MM	LB	11	TRS	TIR	11					
1.	NONE	1305-	CAN, MTL M2A1	EA	2	TRS	TIR						
1.	NONE	1305-	BOX, WDN WIREBOUND	EA	1	TRS	TIR						
2.	NONE	1375-	BOX, WDN	EA	1	TRS	TIR						
28. REMARKS													
WE CERTIFY AND VERIFY THAT THE A&E RESIDUE, RANGE AND/OR EXPLOSIVES CONTAMINATED PROPERTY LISTED HAS BEEN 100% PROPERLY INSPECTED BY US AND TO THE BEST OF OUR KNOWLEDGE AND BELIEF ARE INERT AND/OR FREE OF EXPLOSIVE OR OTHER DANGEROUS MATERIALS.													
SIGNATURE OF E-7 OR ABOVE: _____													
29. RELATED DOCUMENT SERIAL NOS. ISSUE DOCUMENT NUMBER W44XYZ13200001													
30a. ISSUED BY PRINTED NAME OF UNIT NCO				30c. DATE (YYYYMMDD)				31a. RECEIVED BY PRINTED NAME OF ASP PERSONNEL				32. TAMIS CONTROL NO.	
30b. SIGNATURE								31b. SIGNATURE					

DA FORM 581, JUN 2021

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

APD AEM v1.00ES

Figure 7. Category One Non-Nuclear Missile and Rocket List

<u>NSN</u>	<u>NOMENCLATURE</u>	<u>DODIC</u>
1315-01-245-4950	LAUNCHER, CTG 84MM M136 AT4	C995
1425-01-024-9982	GUIDED MISSILE STINGER	PJ02
1427-01-024-9967	GUIDED MISSILE STINGER	PL90
1427-01-219-7116	GUIDED MISSILE STINGER	PL63
1425-01-213-3261	GUIDED MISSILE STINGER SUB SYSTEM	PJ03
1427-01-212-3261	GUIDED MISSILE STINGER SUB SYSTEM	PL91
1425-01-230-8785	GUIDED MISSILE STINGER	PJO4
1427-01-230-8783	GUIDED MISSILE STINGER	PL94
1427-01-230-8784	GUIDED MISSILE STINGER SUB SYSTEM	PL95
1427-01-396-5251	GUIDED MISSILE JAVELIN	PL34

NOTES:

1. All depot receipt or shipment off the installation will be processed by the Ammunition Supply Point (ASP) and will be reported to JMC.
2. Each unit that receives Category One Non-Nuclear Missiles and Rockets will be require to complete FR Form 83 and submit it to the ASP.
3. List is not inclusive as new DODIC's are added regularly.

AMMUNITION STORES SLIP				AUTHORITY		DATE		
For use of this form, see DA PAM 700-16; the proponent agency is DCS, G-4.								
FROM				NAME OF ACTIVITY				
ACCOUNTABLE OFFICER FT. RILEY ASP				W55NU9 FT. RILEY, KANSAS				
TO UNIT DODAAC 1-505th FA				VEHICLE NO.				
RECEIPT <input type="checkbox"/> ISSUE <input checked="" type="checkbox"/> TURN-IN <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/>				DRIVER				
NSN DODIC NOMENCLATURE		LOT NO.	ACC	LOCATION		PLTS DXS	TOTAL ROUNDS	INIT
				FROM	TO			
1305014567890 AB77 CTG., 5.56MM BALL		LC-18D414-00 1	A	924		1/1	1680	
1375013893854 M023 CHG., DEMO BLK, C-4		MA-10F039-00 4	A	925		1/2	60	
REMARKS								
DATE ISSUED								
SURVEILLANCE CLEARANCE								
1. DATE APPROVED BY SIGNATURE _____				UNIT WILL FOLLOW INSTRUCTIONAL				
2. DATE APPROVED BY SIGNATURE _____				GUIDANCE FROM ATTACHED AIN(S)				
				AIN# _____				
DATE	SIGNATURE OF ISSUING CHECKER		DATE	SIGNATURE OF RECEIVING CHECKER				
								

DA FORM 3151, JUN 2021

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Figure 9. Sample of a completed DA Form 5811-R

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS For use of this form, see DA PAM 700-16; the proponent agency is DCS, G-4.						
PART I - CERTIFICATION						
I certify that the item(s) described in blocks 1-5 below were as stated. Circumstances of the loss or damage are accurately described below.						
1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAMAGED	a. YES	b. NO
1305-	Expendable brass, 5.56mm	4 lb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. CIRCUMSTANCES OF LOSS OR DAMAGE

During training on Range 18 on (Date)____, firing was conducted in tall grass and snow. Personnel conducted a detailed police after training ended and collected as much as they could find.

7a. SIGNATURE _____ 7b. DATE _____

Signature of Company Commander conducting the training.

PART II - ACTION

8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree ☒ do not agree ☐
 that the loss or damage to the class 5 item (s) was ☐ was not ☒ due to negligence, willful misconduct,
 or deliberate unauthorized use. The following actions shall be taken:

9. No further action is required. _____ ☒

10. An administrative adjustment shall be made in the property book for the class 5 item (s) that were not lost through negligence, willful misconduct, or deliberate unauthorized use. ☐

11. The damaged class 5 item(s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use. ☐

12. The circumstances surrounding the loss or damage warrant the processing of a formal Report or Survey that will be initiated immediately by the responsible property officer. ☐

13a. SIGNATURE _____ 13b. TITLE _____ 13c. DATE _____

Action as determined by BN CDR First O-5 in chain of cmd, not O-4 w/AoC

DA FORM 5811, JUN 2021 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE. AFD AEM v1.00E8

[illegible]

Figure 11. Sample of a completed DD Form 2890 DOD Multimodal Dangerous Goods Declaration

DOD MULTIMODAL DANGEROUS GOODS DECLARATION			
This form may be used as a dangerous goods declaration as it meets the requirements of SOLAS 74, Chapter VII, regulation 54; MARPOL 79/78, Annex III, Regulation 4.			
1. SHIPPER/CONSIGNOR/SENDER		2. TRANSPORT DOCUMENT NUMBER	3. PAGE 1 OF PAGES
5. FREIGHT FORWARDER'S REFERENCE		6. CONSIGNEE	7. CARRIER (To be completed by the carrier)
24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:			
DOD NON-EXPLOSIVE HAZMAT: (800) 851-8061/ (804) 279-3131 AT SEA: COLLECT: (804) 279-3131	DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: COLLECT: (703) 695-4695/4696 or DSN: 225-4695/4696 (Watch Officer)	CHEMICAL/BIOLOGICAL WARFARE MATERIAL: (410) 436-6200 DSN: 584-6200	DOD SECURE HOLDING: (800) 826-0794 (For TSPs/drivers emergency secure holding issues, accidents, delays, and incidents) OIL/CHEMICAL SPILLS: NRC & TERRORIST HOTLINE: (800) 424-8802 AT SEA: COLLECT: (202) 267-2675
8. THIS SHIPMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR: (X as applicable)		9. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION, DD FORM 2781, IS ATTACHED (X if applicable)	
10. VOYAGE DOCUMENT NUMBER AND SAILING DATE (To be completed by the carrier)		11. PORT/PLACE OF LOADING	
12. PORT/PLACE OF DISCHARGE		13. DESTINATION	
14. SHIPPING MARKS	DESCRIPTION OF GOODS (UN No., PSN, HC, SHC, PG, number and kind of package, and additional information as required by regulations)	NET MASS/QT (kg/l)	GROSS MASS (kg)
FORM WILL BE FILLED OUT BY ASP PERSONNEL AND PROVIDED TO UNITS.			
15. CONTAINER IDENTIFICATION NO./ VEHICLE REGISTRATION NO.		16. SEAL NUMBER(S)	17. CONTAINER/VEHICLE AND TYPE
18. TARE MASS (kg)			
19. ADDITIONAL HANDLING INFORMATION			
20. RECEIVING ORGANIZATION RECEIPT Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon:			
a. RECEIVING ORGANIZATION REMARKS			
b. HAULER'S NAME	c. VEHICLE REGISTRATION NO.	d. SIGNATURE AND DATE	e. DRIVER'S SIGNATURE
21. SHIPPER PREPARING THIS FORM			
SHIPPER'S DECLARATION. I hereby declare that the contents of this consignment are fully and accurately described above by the Proper Shipping Name, and are classified, packaged, marked, and labeled/placarded and are in all respects in proper condition for transport according to applicable international and national government regulations.			
a. NAME OF COMPANY/MILITARY UNIT		b. NAME/STATUS OF DECLARANT/CERTIFIER	
c. PLACE AND DATE		d. SIGNATURE OF DECLARANT/CERTIFIER	

DD FORM 2890, SEP 2015

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Points of Contact**Standard Services:**

<u>ACTIVITY</u>	<u>BLDG</u>	<u>OFFICE SYMBOL</u>	<u>PHONE</u>
DPTMS, TNG DIV	580	IMRL-PLT	239-2158
RANGE BRANCH	77709	IMRL-PLT-R	239-4516/5351
RCSD	8021	IMRL-PLC	239-6312/2733
G3, OPNS	580	AFZN-OP	239-6121
ACofS, G4, SUP	580	AFZN-LG	240-1238/1225
USAG SAFETY OFC	500	IMRL-SO	239-2514/2245
DIR EMER. SVCS.	221	IMRL-ES	239-2125/3080
EOD SUPPORT	7054	AFZN-BGE	239-1855/1153
AFSBn DCO	8100	ASCW-LRI-D	239-4544
COTR	919	ASCW-LRI-S	240-2558
ACCOUNTABLE OFFICER	919	ASCW-LRI-S	239-4102
QASAS	919	ASCW-LRI-S	239-1952/9543
AFSBn TRANS DIV, (ITO)	1502	ASCW-LRI-T	239-2410/3420
ASP OPN Desk	919	ASP Contractor	239-4862/4222
ASP Vehicle Inspection	919	ASP Contractor	239-4115
TAM/Installation Ammo Manager			239-3496

Emergency Support Service:

<u>ACTIVITY</u>	<u>PHONE</u>
MILITARY POLICE	239-6767/3053
FIRE DEPT	239-4257 (Emergency 317)
FROC	239-2222
HOSPITAL EMERGENCY ROOM	239-7777
AMBULANCE	239-7835